

# Creating a Google Docs Volunteer Registration Form for the Great Sierra River Cleanup

It's easy for coordinators to create an online volunteer registration form for cleanups, saving you time that you would use for follow-up calls and emails related to registrations. The form also allows you to collect contact information, record volunteer hours after the event, and even helps with sending out thanks. It can be edited, and updated information can be added to your cleanup website. Additionally, having all of the information posted to a website gives volunteers the details they need to be prepared for the event.

Here is a simple outline of the steps to set up the Google Doc and create the registration process:

- Create a Gmail account.

- Click on the apps icon.



- Click on the Drive icon.



- Click on the Create tab.



- Create a new form.
- Create questions for your form (see example below).
- On your website have a page that includes the information you want the public to know.
- Include a PDF of descriptions of all of the cleanup sites, including special information about each site along with directions to each site.
- Embed the form into your website (see example below).
- Check the responses in your Gmail account weekly to copy and paste registrants' information into each site's individual lists, if you have more than one site.

## EXAMPLE OF FORM AND RELATED TOOLS

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### Great Sierra River Clean Up 2014 Sign Up

Group or Business Name

First Name

Last Name

Street Address

City

State

Zip



Phone Number

Email Address

Age

Clean Up Site

Are you a new participant in the Great Sierra River Clean Up?

☐ Yes

☐ No

Where did you hear about the cleanup? (ad, poster, radio, email, Facebook, etc)



Do you have special skills that could help with the cleanup?

Add item



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Responses will be forwarded to your Gmail account and put into a simple spreadsheet for tracking (see example below).

My Drive			
<input type="checkbox"/>	TITLE	OWNER	LAST M...
<input type="checkbox"/> ☆	 Great Sierra River Clean Up 2014 Sign Up Shared	me	Feb 21 me
<input type="checkbox"/> ☆	 Great Sierra River Clean Up 2014 Sign Up (Responses) Shared	me	Feb 21 me

This is the spreadsheet that is generated to track responses.

Great Sierra River Clean Up 2014 Sign Up (Responses) ☆

gsrcu2014@gmail.com

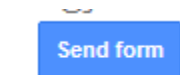
File Edit View Insert Format Data Tools Form Help Last edit was 4 days ago

Comments Share

fx Timestamp

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Group or Business Name	First Name	Last Name	Street Address	City	State	Zip	Phone Number	Age
2										
3										
4										
5										
6										
7										
8										
9										
10										

To send the link or embed it in your webpage, you would use the Send Form link



in the upper right hand corner.

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## Send form


Link to share

https://docs.google.com/forms/d/1i39U3Hxqo4akl

Embed

Share link via:



 Send form via email:

+ Enter names, email addresses, or groups...

Looking to invite other editors to this form? [Add collaborators.](#)

Done

## EXAMPLE OF WEBSITE WRITE-UP

6<sup>th</sup> Annual Great Sierra River Cleanup (put in site or river, lake, etc.)

### ***Great Sierra River Cleanup Registration Information***

Thank you for your interest in helping to clean and restore the (insert name here) on:

Saturday, September 20<sup>th</sup>, 2014

9am-12pm

*With about 80% of the debris on the coast originating from inland water sources, you will also be helping to keep trash off the coastal beaches.*

### **What to expect for the Cleanup sites**

All participants should arrive at their site by 9am to be ready to work. A site captain will be at each site to sign you in and distribute supplies. Captains will provide latex gloves, trash and recycling bags, data cards, pencils, a safety briefing and directions on where to clean up at each site.

#### **Please bring the following:**

- Closed toe shoes
- Work gloves
- Sunscreen
- Filled water bottle and snack
- Paint bucket if you want to help with cleaning up broken glass pieces
- Work clothes

### **Waiver Forms**

A waiver form is required by each person participating in the cleanup. You may complete the waiver form at your site upon arrival. However, participants under the age of 18 must have a parent or guardian sign as well. Therefore, we recommend that you download the form at this link ([insert link here](#)) and bring the signed form to the cleanup site. If you are participating as a group of minors, such as a Girl or Boy Scout Troop, please have volunteers' parents sign the forms in advance as the leader may not sign for the troop.

## **Great Sierra River Cleanup Site List**

Click on this link ([insert link for site and directions](#)) to download a list of this year's cleanup sites, and directions to the sites. Please review the site list and see if there are any special issues regarding the site you have chosen. Some sites are more appropriate for children, while others require extra hiking to the location or have other situations not appropriate for small children.

**Picnic lunch or appreciation BBQ** (this is not required, but you could add information below if your group chooses to have something after the cleanup.)

Thanks for registering!

If you have any questions, please contact ([insert contact name and info](#))

[Embed link to Google Doc or your registration page](#)